

## Site Visit Component Guide – External Users

A standard site visit form has been developed with multiple sections to be used for the site visit component. The form will be scheduled in each grant as applicable by IDPH staff.

The form has multiple sections, some of which will be completed by IDPH staff, and other fields/sections will be completed by the Grantee/Contractor.

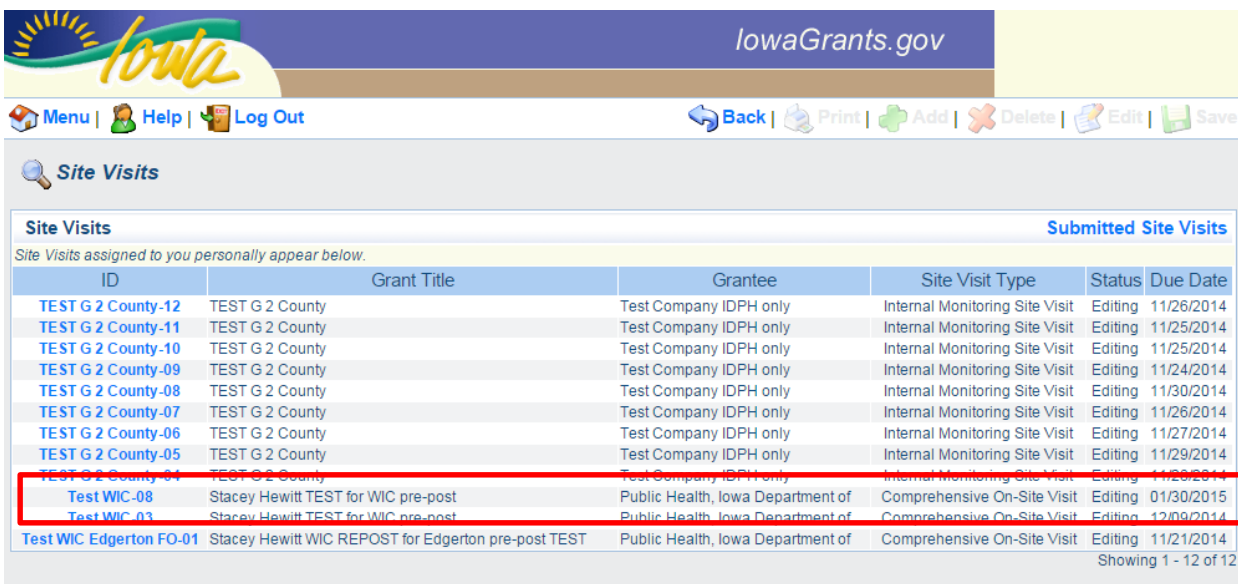
You will receive a system generated email notification when a site visit form has been scheduled for a grant.

### A. Grantee/Contractor's steps in Pre-Visit section:

Log in to IowaGrants. From the Main Menu, click on 'My Site Visits':



Click on the ID for the grant title.



## Site Visit Component Guide – External Users

Click on the Comprehensive On-Site Visit Form to open it.

The screenshot shows the Iowa Grants.gov website interface. At the top is a header with the Iowa state logo and the text "IowaGrants.gov". Below the header is a navigation bar with links for Menu, Help, and Log Out, and a set of action buttons: Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Site Visit" and displays details for a specific site visit. The details include: Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post, Status: Editing, Program Area: Nutrition, Grantee Organization: Public Health, Iowa Department of, Program Manager: Bruce Brown, and Submitted Date: (blank). Below the details is a table titled "Components" with columns for Name, Complete?, and Last Edited. The table lists three components: General Information, Comprehensive On-Site Visit Form, and Opportunity Application. The Comprehensive On-Site Visit Form is highlighted with a red rectangle. The table also includes links for Preview and Submit.

Components			Preview   Submit
Name	Complete?	Last Edited	
General Information	✓	12/11/2014	
Comprehensive On-Site Visit Form	-		
Opportunity Application	-		

## Site Visit Component Guide – External Users

You will upload or input any required information into the form for **Pre-Visit only**.

- Click Edit and input any comments, as applicable. Click Save.
- Please complete any tasks requested for the Pre-Visit section – i.e. upload the clinic assessment form if they will be receiving a clinic visit. To upload the Assessment form in the Pre-Visit section, click on the green plus sign/Add button.

The screenshot shows the IowaGrants.gov website interface. The top navigation bar includes links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' button is circled in red. The main content area is titled 'Site Visits' and displays details for 'Site Visit: 08'. Below this, the 'PreVisit' section is highlighted with a red box. It contains a 'Type of Visit' section with three items: 'Visitation Letter' (with an 'Add' button), 'Assessment' (with an 'Add' button), and 'Comments'. Red arrows point to the 'Assessment' and 'Comments' items. The 'PreVisit' section also includes links for 'Mark as Complete' and 'Return to Components'. Below the 'PreVisit' section are three other sections: 'On-Site' (with columns for Report Name, Report Description, and Comments), 'Response' (with columns for Response Upload and Comments), and 'Closure' (with columns for Findings and Comments). The 'Findings' item in the 'Closure' section has an 'Add' button. The bottom right corner of the form indicates 'Last Edited By:'.

**Site Visit: 08**

Grant: [Test WIC-Stacey Hewitt TEST for WIC pre-post](#)

Status: Editing

Program Area: Nutrition

Grantee Organization: [Public Health, Iowa Department of](#)

Program Manager: Bruce Brown

Submitted Date:

**PreVisit** [Mark as Complete](#) | [Return to Components](#)

Type of Visit

Visitation Letter [Add](#)

Assessment [Add](#)

Comments

**On-Site**

Report Name	Report Description	Comments
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**Response**

Response Upload	Comments
-----------------	----------

**Closure**


Findings [Add](#)

Comments


Last Edited By:

## Site Visit Component Guide – External Users

Mark the form as complete.

iowaGrants.gov

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Site Visits**

**Site Visit: 08**

**Grant:** Test WIC-Stacey Hewitt TEST for WIC pre-post

**Status:** Editing

**Program Area:** Nutrition

**Grantee Organization:** Public Health, Iowa Department of

**Program Manager:** Bruce Brown

**Submitted Date:**

**PreVisit**

**Type of Visit** Office Visit

**Visitation Letter** [Visitation letter notification Test.docx](#) [Delete](#)

**Assessment** [Add](#)

**Comments** No assessment needed PreVisit. I have read the visitation letter.

[Mark as Complete](#) [Return to Components](#)

**On-Site** [Add](#)

Report Name	Report Description	Comments
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**Response** [Add](#)

Response Upload	Comments
-----------------	----------

**Closure**

**Findings** [Add](#)

**Comments**

Last Edited By: Bof Tester, 12/11/2014

## Site Visit Component Guide – External Users

Click submit. This will notify the state office that you have read the Visitation letter and completed any necessary pre-visit tasks.

**Site Visit**

Site Visit: 08

Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post  
Status: Editing  
Program Area: Nutrition  
Grantee Organization: Public Health, Iowa Department of  
Program Manager: Bruce Brown  
Submitted Date:

**Components**

Name	Complete?	Last Edited
General Information	✓	12/11/2014
Comprehensive On-Site Visit Form	✓	12/11/2014
Opportunity	-	
Application	-	

[Preview](#) [Submit](#)

The page at <https://www.iowagrants.gov> says:

Submitting the Site Visit will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Site Visit?

[OK](#) [Cancel](#)

**Contracts**

**Site Visit Submitted Confirmation**

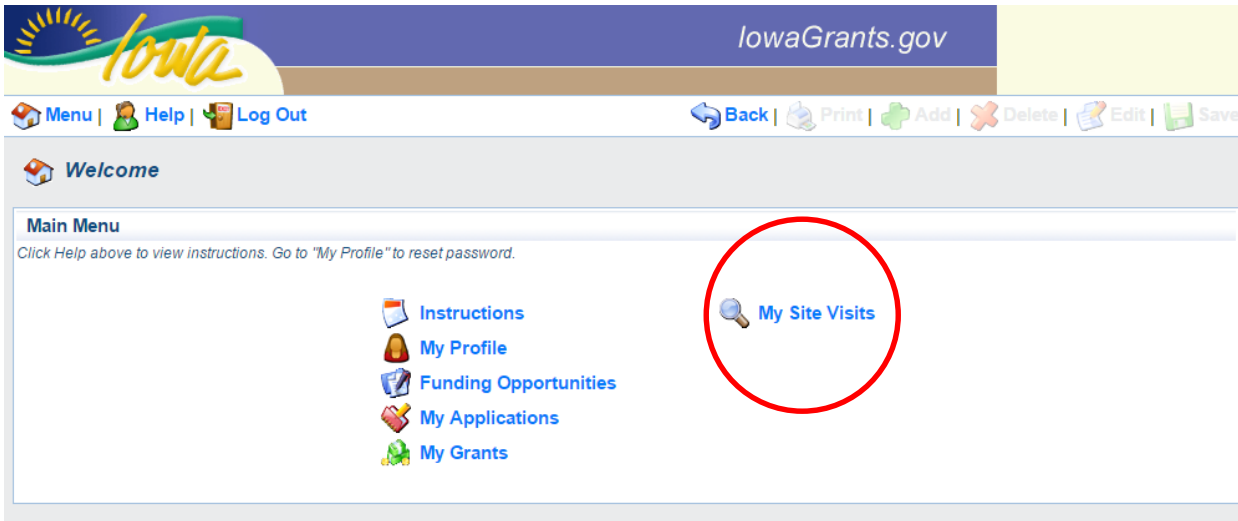
You have successfully submitted your Site Visit numbered 08 for Grant titled: Stacey Hewitt TEST for WIC pre-post. You can return to the Grant forms by clicking [here](#)

## Site Visit Component Guide – External Users

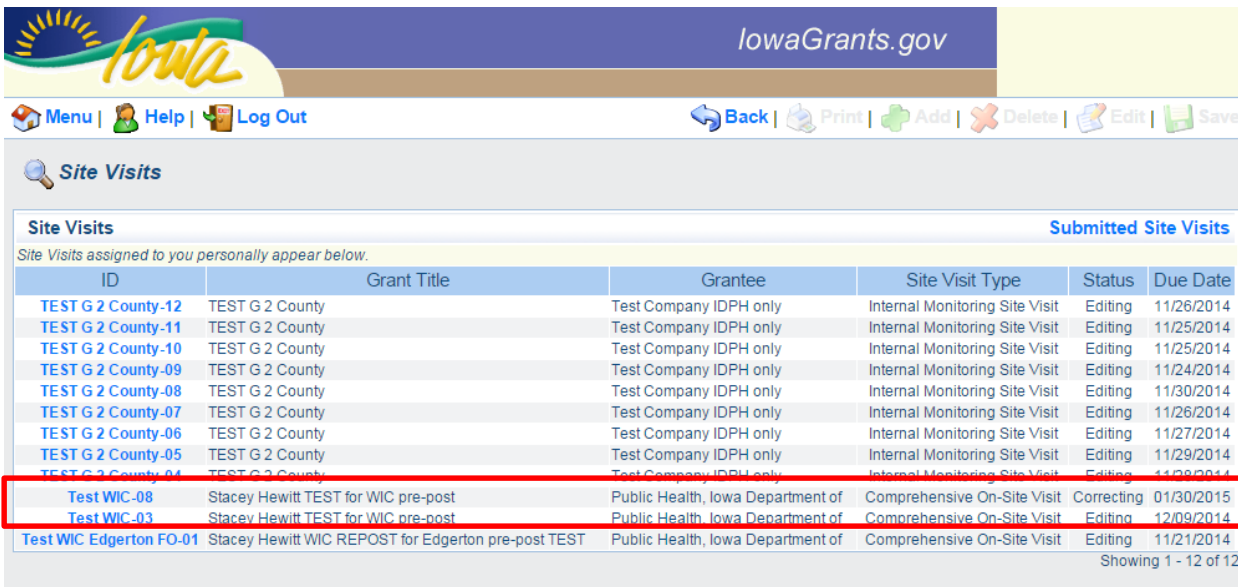
### Grantee/Contractor's steps in On-Site Visit section

You will receive an email notification that the Site Visit form has been negotiated to you for review and action.

Log in to IowaGrants and select 'My Site Visits' on the main menu.



Open the Site Visit form by clicking on the ID (Note, it will be in correcting status):



## Site Visit Component Guide – External Users


Open the form by clicking on the Comprehensive On-Site Visit Form title.

The screenshot shows the IowaGrants.gov website interface. At the top is a header with the Iowa logo and the text "IowaGrants.gov". Below the header is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Site Visit" and contains a form for "Site Visit: 08". The form fields are: Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post, Status: Correcting, Program Area: Nutrition, Grantee Organization: Public Health, Iowa Department of, Program Manager: Bruce Brown, and Submitted Date: 12/11/2014. Below the form is a table titled "Components" with columns: Name, Complete?, and Last Edited. The table has four rows: General Information, Comprehensive On-Site Visit Form, Opportunity, and Application. The "Comprehensive On-Site Visit Form" row is highlighted with a red box. The "Preview" and "Submit" buttons are located at the top right of the table.


Components			Preview	Submit
Name	Complete?	Last Edited		
General Information	✓	12/11/2014		
Comprehensive On-Site Visit Form		01/14/2015		
Opportunity	-			
Application	-			

## Site Visit Component Guide – External Users

Click on the name of the report in the Upload/Attachment column to review the completed On-Site Review document.

IowaGrants.gov

Menu | Help | Log OutBack | Print | Add | Delete | Edit | Save

 Site Visits

Site Visit: 08

Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post

Status: Correcting

Program Area: Nutrition

Grantee Organization: Public Health, Iowa Department of


Program Manager: Bruce Brown


Submitted Date: 12/11/2014

PreVisit

Mark as Complete | Return to Components

Type of Visit Office Visit


Visitation Letter [Visitation letter notification Test.docx](#) 

Assessment  Add

Comments No assessment needed PreVisit. I have read the visitation letter.

On-Site

Add


Report Name	Report Description	Upload/Attachment	Comments
<a href="#">Test On-site Report</a>	Please refer to the attached report for the findings of the On-site review.	<a href="#">On Site report .docx</a> 	

Response

Add

Response Upload	Comments
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Closure

Findings  Add

Comments

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## Site Visit Component Guide – External Users

Complete the Response portion of the form by clicking on the Add button next to that section.

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Site Visits

**Site Visit: 08**

Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post  
Status: Correcting  
Program Area: Nutrition  
Grantee Organization: Public Health, Iowa Department of  
Program Manager: Bruce Brown  
Submitted Date: 12/11/2014

**PreVisit** [Mark as Complete](#) | [Return to Components](#)

Type of Visit: Office Visit  
Visitation Letter: [Visitation letter notification Test.docx](#) [Delete](#)  
Assessment: [Add](#)  
Comments: No assessment needed PreVisit. I have read the visitation letter.

**On-Site** [Add](#)

Report Name	Report Description	Upload/Attachment	Comments
<a href="#">Test On-site Report</a>	Please refer to the attached report for the findings of the On-site review.	<a href="#">On Site report .docx</a> <a href="#">Delete</a>	

**Response** [Add](#)

Response Upload	Comments
-----------------	----------

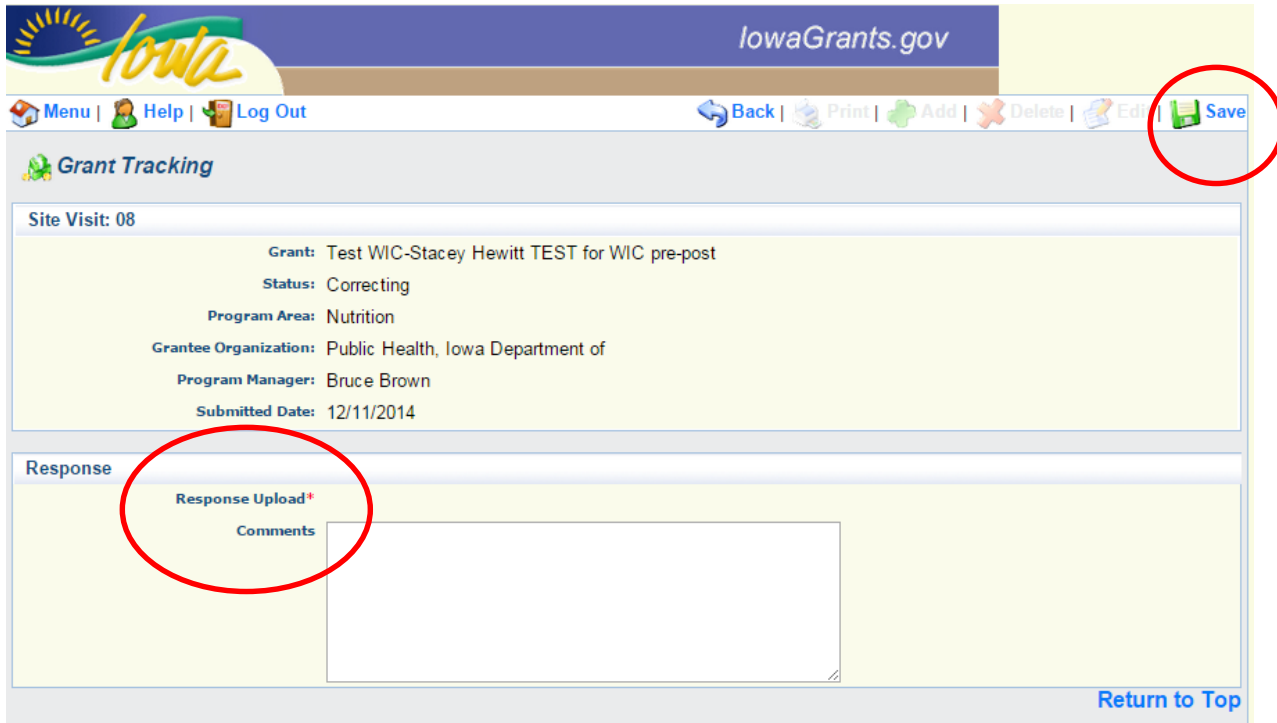
**Closure**

Findings: [Add](#)  
Comments:

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## Site Visit Component Guide – External Users

Provide a comment for the upload/attachment (i.e.corrective action plan) and click Save.



**IowaGrants.gov**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

**Grant Tracking**

Site Visit: 08

Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post  
Status: Correcting  
Program Area: Nutrition  
Grantee Organization: Public Health, Iowa Department of  
Program Manager: Bruce Brown  
Submitted Date: 12/11/2014


**Response**

Response Upload\*  
Comments


[Return to Top](#)

## Site Visit Component Guide – External Users



Click on the green plus sign icon to upload/attach the desired response document.

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[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Site Visits**


**Site Visit: 08**  
**Grant:** Test WIC-Stacey Hewitt TEST for WIC pre-post  
**Status:** Correcting  
**Program Area:** Nutrition  
**Grantee Organization:** Public Health, Iowa Department of  
**Program Manager:** Bruce Brown  
**Submitted Date:** 12/11/2014


**PreVisit** [Mark as Complete](#) | [Return to Components](#)  
**Type of Visit** Office Visit  
**Visitation Letter** [Visitation letter notification Test.docx](#)   
**Assessment**  Add  
**Comments** No assessment needed PreVisit. I have read the visitation letter.

**On-Site** [Add](#)

Report Name	Report Description	Upload/Attachment	Comments
<a href="#">Test On-Site Report</a>	Please refer to the attached report for the findings of the On-site review.	<a href="#">On Site report .docx</a> 	

**Response** [Add](#)


Response Upload	Comments
 Add	Corrective Action 1/14/15. All On-Site visit items addressed.

**Closure**  
**Findings**  Add  
**Comments**


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## Site Visit Component Guide – External Users

Repeat this step as necessary to include all required response documents for the Response portion of the form.

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

 Site Visits

Site Visit: 08

Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post

Status: Correcting

Program Area: Nutrition

Grantee Organization: Public Health, Iowa Department of


Program Manager: Bruce Brown


Submitted Date: 12/11/2014

PreVisit

Mark as Complete | Return to Components

Type of Visit: Office Visit


Visitation Letter: [Visitation letter notification Test.docx](#) 

Assessment:  Add

Comments: No assessment needed PreVisit. I have read the visitation letter.


On-Site

Add


Report Name	Report Description	Upload/Attachment	Comments
<a href="#">Test On-site Report</a>	Please refer to the attached report for the findings of the On-site review.	<a href="#">On Site report .docx</a> 	

Response

Add

Response Upload	Comments
<a href="#">Corrective Action Plan TEST.docx</a> 	Corrective Action 1/14/15. All On-Site visit items addressed.

Closure


Findings:  Add

Comments

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## Site Visit Component Guide – External Users

Select Mark as Complete.


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[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

### Site Visits

**Site Visit: 08**

**Grant:** Test WIC-Stacey Hewitt TEST for WIC pre-post  
**Status:** Correcting  
**Program Area:** Nutrition  
**Grantee Organization:** Public Health, Iowa Department of  
**Program Manager:** Bruce Brown  
**Submitted Date:** 12/11/2014

**PreVisit**

[Mark as Complete](#) | [Return to Components](#)

**Type of Visit** Office Visit  
**Visitation Letter** [Visitation letter notification Test.docx](#) [Delete](#)  
**Assessment** [Add](#)  
**Comments** No assessment needed PreVisit. I have read the visitation letter.

**On-Site** [Add](#)

Report Name	Report Description	Upload/Attachment	Comments
<a href="#">Test On-site Report</a>	Please refer to the attached report for the findings of the On-site review.	<a href="#">On Site report .docx</a> <a href="#">Delete</a>	


**Response** [Add](#)

Response Upload	Comments
<a href="#">Corrective Action Plan TEST.docx</a> <a href="#">Delete</a>	Corrective Action 1/14/15. All On-Site visit items addressed.

**Closure**

**Findings** [Add](#)  
**Comments**

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[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

### Site Visit

**Site Visit: 08**

**Grant:** Test WIC-Stacey Hewitt TEST for WIC pre-post  
**Status:** Correcting  
**Program Area:** Nutrition  
**Grantee Organization:** Public Health, Iowa Department of  
**Program Manager:** Bruce Brown  
**Submitted Date:** 12/11/2014

**Components**

[Preview](#) | [Submit](#)

Name	Complete?	Last Edited
General Information	✓	12/11/2014
Comprehensive On-Site Visit Form	✓	01/14/2015
Opportunity Application	-	

## Site Visit Component Guide – External Users

Select Submit. The form will be submitted to the IDPH program staff for review and will be closed to you for any edits.

**Site Visit**

Site Visit: 08

Grant: Test WIC-Stacey Hewitt TEST for WIC pre-post  
Status: Correcting  
Program Area: Nutrition  
Grantee Organization: Public Health, Iowa Department of  
Program Manager: Bruce Brown  
Submitted Date: 12/11/2014

Components			Preview	Submit
	Name	Complete?	Last Edited	
General Information		✓	12/11/2014	
Comprehensive On-Site Visit Form		✓	01/14/2015	
Opportunity		-		
Application		-		

The page at <https://www.iowagrants.gov> says:

Submitting the Site Visit will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Site Visit?

OK Cancel

**Contracts**

Site Visit Submitted Confirmation

You have successfully submitted your Site Visit numbered 08 for Grant titled: Stacey Hewitt TEST for WIC pre-post. You can return to the Grant forms by clicking [here](#)

## Site Visit Component Guide – External Users

### Grantee/Contractor access to the approved site visit:

Once the IDPH program staff have approved your response, they will close the Comprehensive Site Visit Report. The Site Visit will only appear in 'Submitted Site Visits' in the 'My Site Visits' component from the main menu.

